



-Vacancy Announcement –

The Housing and Community Development Authority is accepting resumes for a HMIS Manager.

To be considered for this position, applicants must:

E-mail a resume and cover letter to Jill Robertson at JiRobertson@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 606359 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted February 6, 2017

Please see next page for job description.



ADDRESS 30 South Meridian Street, Suite 1000, Indianapolis, IN 46204
PHONE 317 232 7777 TOLL FREE 800 872 0371 WEB www.ihcda.IN.gov

EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Suzanne Crouch





Our Mission: IHCD helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCD is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

Title	HMIS Manager	Exempt
Reports to	Director of Community Services	Date last revised: January 2017
Supervises	HMIS Master Trainer HMIS Analyst	
Anticipated Salary Range	Commensurate with education and related experience.	
Summary	The HMIS Manager reports directly to the Director of Community Services. The Manager is responsible for both the day to day operations of the HMIS project and for developing strategies for using data driven solutions for homeless assistance. The Manager will work with other state and federal agencies to integrate HMIS with other homeless assistance programs such as, but not limited to, PATH, SSVF, VASH and Coordinated Entry. The Manager will have oversight over the HMIS grant and responsibilities as the Continuum of Care HMIS Lead.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCD and its associated governing entities.	



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**Key
outcomes
expected**

Leadership Outcomes:

1. Maintain a climate that attracts, retains and motivates top quality personnel.
2. Train, enable and empower staff by:
 - a) transmitting IHCDA's mission, vision, strategic priorities values, and direction;
 - b) respecting and using the skills, expertise, experience and insights of staff;
 - c) providing direction and resources, removing barriers and helping develop staff's skills;
 - d) articulating expectations and clarifying roles and relationships;
 - e) encouraging staff to question organizational assumptions and ask strategic questions;
 - f) ensuring quality decision-making;
 - g) anticipating conflicts and facilitating resolution;
 - h) engaging staff in process as well as tasks;
 - i) delegating (encouraging staff use their power, practice their authority, and accept their responsibility);
 - j) conducting regular team meetings;
 - k) modeling behavior;
 - l) setting aggressive yet achievable goals and providing tools and environment for staff to achieve those goals; and
 - m) coaching staff to success.
3. Integrate various aspects of programs that may have existed in silos into a team with a cohesive vision and strategy.
4. Attend and participate in supervisor level meetings within IHCDA.

Planning, Budgeting and Strategy Outcomes:

5. Annually, develop, implement and evaluate the strategies for the programs under Manager's oversight, taking into account all program area objectives and IHCDA's overall objectives.
6. Recommend short- and long-term objectives and action items to Director of Community Services. Set measurable targets and report on success.
7. Meet regularly with the Director of Community Services to ensure clear and effective policies and procedures are developed, implemented, and monitored to ensure compliance with all HUD technical standards.
8. Work cooperatively with the Director and the Continuum of Care (CoC) board of directors and committees concerning the CoC HMIS Lead and Collaboratively Applicant strategic direction and responsibilities.
9. Develop, implement and enforce a work plan to insure the Balance of State HMIS is compliant HUD Technical Standards and the HEARTH Act.
10. Development and adoption of uniform data standards across the Continua in the Indiana Balance of State.
11. Responsible for overseeing the development and monitoring of budgets division budgets.
12. Track national and state trends and legislation concerning division funding or policy impact and work with the Director to implement program and policy changes as necessary.
13. Represent IHCDA and the Community Services department on external committees, at grantee events and at national organizations.
14. Serve as IHCDA's Federal and State representative with the various funders.



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Key outcomes expected	<p><u>Program Management Outcomes:</u></p> <ol style="list-style-type: none">1. Oversee management and verifying the regulations are all met successful following funding: Homeless Management Information Systems (HMIS) – Dept. of Housing and Urban Dev.2. Manage administration of professional service contracts, MOUs and security documents with HMIS users and contractors; contractor progress and performance; RFP's; contractor payment.3. Coordinate legal issues with Legal that impacts HMIS.4. Establish, monitor and regulate HMIS policies, protocols and procedures to ensure compliance with all HUD technical standards for the HMIS project.5. Develop, coordinate, evaluate and perform as necessary trainings.6. Coordinate with the accounting department to develop annual budget, track grant expenditures and review and approve monthly HMIS claims to HUD. Submit monthly LOCCs draws to accounting staff.7. Develop and ensure timely approval and submission, in coordination with the Director of Community Services, of the Annual HMIS Application with the Balance of State Mc Kinney Vento Homeless Assistance Application.8. Oversee submission of required federal and state reporting requirements. Respond promptly to all HUD requests concerning the Balance of State HMIS project.9. Coordinate with professional services contractors and IHCDA's IT for the maintenance of the HMIS database and ensure the quality of the data managed by the system.
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Critical skills, knowledge, and behaviors	<ul style="list-style-type: none">• Advanced communication skills, and the ability to communicate with all levels of management, staff, external clients and those with diverse backgrounds, education and economic levels.• Must be able to be to take a leadership role and initiative in performing all duties of the program and needs little supervision.• Grant writing skills• Proven verbal and written communication skills are essential• Be able to juggle multiple requests and meet multiple deadlines.• Must be able to think logically and analytically including understanding implementing federal regulations.• Be able to work well in a team environment and also be able to work independently and make decisions.• Must be able to develop training content and conduct trainings.• Strong presentation skills and the ability to facilitate small and large group presentations by utilizing webinars, power points or in person on a regular basis for training, education and technical assistance.• The ability to communicate with all levels of management, staff, and external clients, especially those who are not well versed in computer technology;• Must have skills necessary to perform data analysis with regard to data collected from sub recipients and HMIS software for the Annual Performance Reports, CAPER and other federal reporting needs.• Require highly detail orientation and accuracy.• Must be able to be proactive in anticipating and alerting others to problems with projects or processes.• Demonstrates customer service orientation.• Must be able to prioritize, organize tasks and time, and follow up.• Performs responsibilities efficiently and timely.• Proficient in current data analysis tools and computer systems technology. Software Systems that need to be learned are the HMIS, DMS, E-snaps, HDX and other HUD or IHCDA software that may be required in future. The person needs to be able to learn and adapt to these HUD software systems.• Be highly proficient in basic computer skills, i.e. Microsoft Word, Excel, Power point, Internet usage (e-mail).• Knowledge of HMIS software is preferred, though not required.
Education, experience, degrees, licenses	<ul style="list-style-type: none">• Bachelor's Degree in social work, counseling, psychology, sociology, or another related field required. Master's degree preferred.• Preference for persons doing direct service or indirect service within the homeless population environment.• 4-5 years of experience in program management in nonprofit or government program.



Work environment and physical demands	<p>Work is performed in an office environment at the IHCD A office in Indianapolis</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Work requires spending long periods in front of a computer.</p> <p>Travel required within the State of Indiana about 30% of the time.</p>
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